



FROM	NAME & TITLE	ERIC W. TISO, SITE PLAN REVIEW COMMITTEE CHAIR
	AGENCY NAME & ADDRESS	LAND USE AND URBAN DESIGN DIVISION DEPARTMENT OF PLANNING 417 EAST FAYETTE STREET, 8 TH FLOOR
	SUBJECT	SITE PLAN REVIEW COMMITTEE MINUTES FOR JUNE 2, 2010

CITY of
BALTIMORE
MEMO



TO

DATE: June 11, 2010

Mr. Stanford Leach, Parking Authority
Mr. Kirkland Gabriel, DOT TEC
Ms. Valorie LaCour, DOT Planning
Mr. John Thumbi, DOT Traffic
Mr. Bill Beatty, Department of General Services
Dr. Nollie P. Wood Jr., Mayor's Office
Ms. Miriam Agrama, DHCD Plans Examining
Mr. Geoff Veale, Zoning Administrator
Mr. David Tanner, BMZA

In attendance were:

- Eric Tiso, Anthony Cataldo and Melvin Hicks for the Department of Planning;
- Mariam Agrama and Milan Rai for HCD Plans Examining;
- Kirkland Gabriel, Robert Ferguson and Scott Adams for the Department of Transportation;
- Stanford Leach for the Parking Authority;
- Dr. Nollie Wood, Jr. for the Mayor's Commission on Disabilities; and
- Vivaldi Nguyen for the Department of Public Works.

Agenda

1. **7111 Commercial Avenue – Automatic Rolls Addition**
2. **4900 E. Monument Street – Volunteers of America**

7111 Commercial Avenue – Automatic Rolls Addition

Zoning: M-2-1

Plans Date: 28 May 2010

Block/Lot: 6202/028B

Urban Renewal: None

Environmental: None

Historic: None

Total Site Area: ±1.99 Acres

Gross Square Footage: ±44,117 sqft, plus ±6,960 sqft addition

In addition to Committee Members and Planning staff, in attendance was:

- Bill Monk, Morris & Ritchie Associates; and
- Matt Bishop, Morris & Ritchie Associates

Project Summary:

This is the site of the Automatic Rolls bakery operation. They are in need of expanding their existing bakery operation by building an addition of ±6,960 sqft. The addition will relocate the existing truck loading docks, and will include a new concrete pad area for truck maneuvering. The intent is to retain the same number of truck docks that exist today. Exterior steps to the mezzanine office level will be enclosed for weather-proofing.

Comments & Issues:

- Environmental/Landscaping:
 - The addition is proposed to be built on pilings driven through the existing paving, to minimize disturbance to the soil, as the quality of the soil is questionable.
 - While this site does not trigger review for Forest Conservation, the committee requested that the applicants consider planting trees along the Supply Avenue side of the property at 30' spacing to increase the City's tree canopy coverage. Alternately, any plantings that could provide shading of the parking lot across Enterprise Avenue would also aid in minimizing the urban heat island effect.
- Parking/Traffic:
 - The addition will shift the truck docks 45' forward, with 106' of space remaining to the street, and a distance of 120' to 130' would be preferable. However, this portion of Enterprise Avenue is not likely to be used by anyone not associated with this business, or its immediate neighbors. The trucks already use Enterprise Avenue for maneuvering, and so no further impacts to traffic will be created that the existing condition if the street will be needed for backing into the docks.
 - Any on-street parking in the immediate vicinity may create problems for trucks maneuvering into/out of the docks. Should this become a problem, contact the Parking Authority to request that the street be marked to restrict parking during operating hours.
 - The five existing parking spaces will be too close to the inside two truck docks, and will cause a conflict if vehicles are parked during truck maneuvering. The applicants stated that the wait time for visitors is minimal, and that there will be a low likelihood of a conflict. Removal of three of the visitor parking spaces would

be the safest option. Retain two of the parking spaces and convert them to two handicapped van accessible parking spaces.

- Accessibility:
 - Ensure that the proposed handicapped ramp has an appropriate railing on the elevated side.
- Plan Adjustments/Missing Site Plan Elements:
 - Please list the building construction type by IBC on the plans for permit and plans review.

Next Steps:

- Submit two complete paper sets of revised plans and one set in .pdf format for final approval and stamp.

NOTE:

- **Approvals of site plans are contingent upon the applicant fulfilling all the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Critical Area and related environmental controls, Traffic Impact Study requirements, and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**

4900 E. Monument Street – Volunteers of America

Zoning: M-3

Plans Date: 28 May 2010

Block/Lot: 6169/009C

Urban Renewal: None

Environmental: None

Historic: None

Total Site Area: ±89,726 sqft (±2.060 Acres)

Gross Square Footage: approx. ±56,000 sqft

In addition to Committee Members and Planning staff, in attendance was:

- Mark Heckman, Marks Thomas;
- Sean Kefferstan, Marks Thomas;
- D. Dusky Holman, Gildea LLC;
- Charlie Marek, Gildea LLC;
- Matthew Allen, Bohler Engineering;
- Tony Azola, Azola Inc.
- Gretchen Crosland, Volunteers of America Chesapeake;

Project Summary:

This site will be used by Volunteers of America Chesapeake for a Community Corrections Center. The intent is to provide housing, counseling, and related services on a referral basis to transition inmates back into society following their release from prison. This land use will require a conditional use by an Ordinance from the Mayor and City Council. The program has been in existence since 1981 at the current location at 4601 East Monument Street with 112 beds capacity. Upon relocation to this site, the capacity will increase to approximately 135-145 beds. This relocation will also allow supporting office uses to be on-site.

Comments & Issues:

- Environmental/Landscaping:
 - Five new trees are proposed. While this site does not trigger formal Forest Conservation requirements, we would encourage more trees to improve the City's tree canopy. Any additional shading of the parking lot will also help reduce urban heat island effects.
 - Especially consider adding trees along the south side of the property to shade the parking lot. There're several popular cultivars of red maple. Consider using the "Autumn Sunset" or October glory" planted at 30' to 40' on center.
 - There are two triangles in the parking lot, consider making them tree areas with amended soil and planted with large shade trees.
 - Contact Gary Letteron in the Office of Sustainability (410-396-4369) for assistance.
 - The limit of disturbance will be kept less than 5,000 sqft.
- Parking/Traffic:
 - Set the stop bar exiting the site back from the sidewalk to prevent conflict between vehicles waiting to leave the site and pedestrians on the sidewalk.
 - There will be about 45 employees (some part-time) and there are visitation hours in the evenings for residents. At present, about six employees drive to work, and two company vehicles are kept on-site.

- There will be a roll-up door that will provide access to the building for deliveries and to provide access for trash pick-up.
- 56 total parking spaces are shown, each at 10' by 18' which is acceptable. Two of the parking spaces are handicapped accessible, and are connected to the building by a marked path. The resident parking space closest to the shed does not appear to have enough paved surface behind it (perhaps 10') to back a vehicle out. Recheck the placement of this space or eliminate it.
- Contact the Planning Division in the Department of Transportation for a determination whether or not a Traffic Impact Study (TIS) will be required.
- Accessibility:
 - A wheelchair lift is shown outside to provide access to the public entrance. The lift was chosen in lieu of a ramp that would require about 120' of run. Consider if there are alternate design options that would avoid the external wheelchair lift. Upon resubmittal, please include an accessibility exhibit with the accessible path highlighted.
 - List the number of accessible and/or visitable units in the general notes section of the plan.
- Plan Adjustments/Missing Site Plan Elements:
 - Please list gross square footage of building either in the plan, or in the general notes section.

Next Steps:

- Submit two complete paper sets of revised plans and one set in .pdf format for final approval and stamp.

NOTE:

- **Approvals of site plans are contingent upon the applicant fulfilling all the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Critical Area and related environmental controls, Traffic Impact Study requirements, and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**